SOUTH BAY ADULT EDUCATION

CAEP Consortium Directors Council Meeting Minutes

DATE: APRIL 15, 2026 TIME 9:00 AM LOCATION: SWC HEC OTAY MESA

CO-CHAIRS	Dr. Megan Battle	Silvia Cornejo	Dr. Vernon Moore		
ATTENDEES:	Crystal Robinson	David Taylor	Dr. Jay Marquand	Sara Garcia-Salgado	
	Virginia Mendoza	Dr. Heidi Bergener	Chris McGraw	Carol Ross	
	Melissa Torres				
HANDOUT(S)	CDC Meeting Minutes November 4, 2025 2026-2027 Consortium Fiscal Administration Declaration Written Expenditure Plan Quarter 2 Expense Report				

Welcome and Introductions

- Virginia began by sharing several hoorays regarding the consortium's successes throughout the year:
- Enrollment: A total of 454 adult ed student enrollments were recorded across adult schools, including 55 students validating foreign degrees, 81 obtaining OSHA certifications, and 20 students in waitlisted ESL conversation classes.
- Customer Service: 298 students enrolled in the customer service series (focused on medical and culinary fields), with an 86% completion rate.
- Field Trips: 756 students participated in trips to locations including Otay Mesa, San Ysidro, National City, and Chula Vista.
- Co-enrollment: The "Fast Forward to College" program saw 36 students in Fall 2025 and 24 in Spring 2026. Already, 33 students are signed up for Fall 2026.

Public Comment: No public comment

Adoption of Minutes: November 4, 2025 – Approved with no corrections

Motion unanimously approved

Action Item: 2026-2027 Consortium Fiscal Administration Declaration (CFAD)

Virginia presented the proposed allocations for the 2026-2027 school year, totaling $18,788,381 for the consortium:

- Coronado: $285,583
- Southwestern College: $606,865 (Note: An additional $130,000 for a faculty position is handled separately).
- Sweetwater: $17,895,933 (Includes member funding, fiscal agent fees, and the consortium budget for staff salaries).

The allocations maintain the same percentages used in previous years.

A motion to approve the 2026-2027 CFAD was made, seconded, and approved unanimously.

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Action Item: Written Expenditure Plan (WEP)

The consortium has been "conditionally approved" by the state, requiring a written plan to address carryover funds. Dr. Marquand and Virginia explained that the carryover was largely due to COVID-19 pandemic restrictions and significant staff reductions in previous years.
Sweetwater Spending Highlights:

- Personnel: $15.5 million of the $17.379 million operational budget is dedicated to salaries.
- Facilities: Plans include adding modular/relocatable rooms for the medical hub at the Central campus to replace condemned structures.
- Instructional Technology: Upgrading OWL cameras for High Flex instruction, which currently involves about 35 teachers.
- Student Support: Funding registrations for students to attend the CCAE state conference for the first time.
- SWC Support: Continuing to fund the noncredit faculty coordinator position housed at SWC.
- Include distribution of funds between SUHSD Member, Fiscal Agent, and Consortium:
    - The total consortium allocation is $18,346,227. Of this amount, 95.25% is allocated to SUHSD and distributed across three categories: Member, Fiscal Agent, and Consortium. Carryover funds from the consortium budget are separate from SUHSD member funds and are not applied to the Member allocation. These funds are shared consortium resources and may not be commingled with SUHSD member allocations. If the consortium budget results in a carryover, the consortium must collectively determine how those funds will be utilized. The Fiscal Agent allocation is fully expended each year. The Consortium budget primarily supports the salaries of the CAEP Program Manager and the Administrative Assistant, with any remaining funds available for consortium-wide initiatives. The plan outlined below does not include consortium-wide projects.SUHSD is currently reviewing the records to determine the consortium's carryover balance. This review may reduce the members' carryover amounts.

Discussion: Sylvia raised concerns regarding the "ratification" of expenses that had already been completed and requested a formal process for approving revisions to the WEP between CDC meetings.

A motion to approve the WEP revisions as explained was made, seconded, and passed unanimously.

Quarter 2 Expense Report

Virginia provided a status update on current spending:

- Coronado: Spent $111,353 of a $278,863 award.
- Southwestern: Spent $359,000 of a $766,589 award.
- Sweetwater: Spent $8,353,263 of a $29,039,029 total (which includes carryover).

CDC Meeting Calendar

Melissa will coordinate with members to schedule the next meeting for the Fall 2026 semester.

Announcements

- Southwestern College: Developing a noncredit cosmetology program (target Fall 2027), launching three new noncredit automotive technology programs in Fall 2026, and planning a citizenship program for Fall 2027.
- Sweetwater: Dr. Dan Winters (Assistant Superintendent) is retiring. The district is revamping its Career Technical Education (CTE) programs, including an engineering pathway supported by a Gates Foundation grant.
- Coronado: Success reported in RBT, ESL, and retirement finance courses. They are updating credit-by-exam agreements for 2026-2028.
- Consortium App: Virginia demonstrated the new Edlio app designed to provide students and staff with centralized news, calendars, and registration information. It is expected to launch fully by the start of the next school year.

Meeting adjourned 1:44 p.m.

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